

TEMPORARY STAFF HOLIDAY REQUEST FORM

Please use this form to request all holiday leave. **REMEMBER:** minimum notice required is **DOUBLE** the holiday period (eg: 1 weeks holiday = 2 weeks notice).

All holiday must be authorised in writing by a consultant of Ambitions Personnel and agreed by the Client.

YOUR NAME: _____

CLIENT NAME (where you are temping): _____

DATES REQUIRED **FROM** _____ **TO:** _____

NUMBER OF DAYS REQUESTED: _____

DATE FORM COMPLETED: _____

AUTHORISED BY:

Client (Representative): _____

Ambitions Personnel (Representative): _____

NUMBER OF DAYS PAYABLE _____ **DATE:** _____